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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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DEPUTY SECRETARY

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UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2013-021

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, SPHR, IPMA-CP *RND*
Human Resources Director

SUBJECT: Revised Position Description Form

DATE: August 15, 2013

The Position Description (SF-3) form has been revised by State Civil Service (SCS). The revised form is attached for your convenience, and may also be accessed on Channel Z under Human Resources > HR Forms.

Please be advised, in accordance with Civil Service guidelines, older versions of the SF-3 form will no longer be accepted.

If you have any questions, please contact the Human Resources Division at (225) 342-0880.

RND:ap
Attachment
c: Personnel Liaisons

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